

GENERAL INSTRUCTIONS FOR IAAP GRANT APPLICATIONS

FUNDS ALLOCATED IN RESPONSE TO THIS APPLICATION WILL BE AVAILABLE AFTER JULY 1, 2010.

The IAAP is administered according to the Idaho Administrative Code IDAPA 39.04.04 (see attached file IAAP Grant Rules - 11.pdf). This rule requires that an airport owner should have a State approved airport plan (section 300.01) in place in order to participate in the IAAP. This rule further recommends that an airport owner have protective zoning (section 300.04) in place. If you do not have a plan or protective zoning in place, or if they need to be updated, the IAAP can provide funding for those items through this application process.

A list of the grant matching rates, based on the 2000 US Census for state and local contributions, is shown for your airport on page 2 of these Instructions. These rates will assist you in calculating the division of grant funds for a project. Also please refer to page 3 of the Instructions for a list of IAAP Project Eligibility and Priority.

The airport owner may use force account (in-kind) work as part, or all, of their required match for IAAP funded projects. **The value of the force account (in-kind) work shall not exceed the amount of the Sponsor/Owner's designated match for this project. The type, amount, and value of the in-kind work must be estimated and approved by the State before the start of work.** The owner may use their own internal rates, or the rates listed in the Idaho Transportation Department Standard Specifications for Highway Construction. The airport owner must also show that the use of force account (in-kind) work is in the public interest and must demonstrate that it can accomplish the work with equal to or better quality, and for equal to or less than the cost of having it commercially done. Page 4 of these instructions provides detailed guidance for calculating the force account (in-kind) work.

THE APPLICATION IS FOR LISTING THE PLANNING, CONSTRUCTION, AND MAINTENANCE WORK ITEMS THAT YOU REQUEST FUNDING FOR IN STATE FISCAL YEAR 2011 (SFY-11) AND PROPOSED AIRPORT PROJECTS IN SFY-12 THROUGH SFY-15.

Please Note: Projects previously applied for are not being carried forward to the next funding cycle. If you have made application for IAAP funds in the past and did not receive funding, you NEED to complete a new application form and reapply for those projects that are still valid. Please be sure to keep a copy of your grant application to assist you with future applications.

Application Deadline 5:00 pm Friday, February 26, 2010

You must return the completed application (pages 1 through 5) to the Division of Aeronautics office to be considered for an IAAP grant during SFY-11.

DETAILED INSTRUCTIONS FOR THE GRANT APPLICATION**Application Page 1 – Airport Owner Information**

Please provide the requested information to the best of your knowledge and sign the application.

Application Page 2 - Airport Development Project Request

Use page 2 to list all work items that you are requesting funds for in SFY-11. EACH work item must contain a brief description, the estimated cost(s), and the start and completion date. All work must be performed according to Idaho Transportation Department Standards. Please list work items by their order of importance.

Application Page 3 – Proposed Airport Developments

Use page 3 to list all work items that you propose during the next five years. EACH work item must contain a brief description, the estimated cost(s), and the start and completion date. All work must be performed according to Idaho Transportation Department Standards. Please list work items by their order of importance.

Application Page 4 & 5 - Force Account (In-Kind) Request Form

Refer to the detailed instructions on page 4 of these Instructions. Please note that a two page Force Account form must be completed for EACH work item listed on page 2 for which Force Account funding is requested.

**STATE AND LOCAL MATCHING RATES BASED ON THE 2000 US CENSUS
REFER TO IDAPA 39.04.04 SECTION 300-02 FOR THE MATCHING PERCENTAGE GUIDELINES**

GENERAL AVIATION (NON-NPIAS) AIRPORTS			
Location	Population	State %	Local %
American Falls	4,111	75%	25%
Bancroft Municipal	382	90%	10%
Carey	513	90%	10%
Cottonwood Municipal	944	90%	10%
Donnelly	138	90%	10%
Downey (Hyde Memorial)	613	90%	10%
Dubois Municipal	647	90%	10%
Elk City	< 1000	90%	10%
Emmett	5,490	50%	50%
Fairfield (Camas County)	395	90%	10%
Glenns Ferry Municipal	1,611	75%	25%
Hazelton Municipal	687	90%	10%
Howe	< 1000	90%	10%
Kooskia Municipal	675	90%	10%
Leadore	90	90%	10%
Mackey	566	90%	10%
Malad City	2,158	75%	25%
Midvale (Lee Williams Memorial)	176	90%	10%
Mud Lake (West Jefferson County)	270	90%	10%
Murphy	< 1000	90%	10%
Nez Perce Municipal	523	90%	10%
Oakley Municipal	668	90%	10%
Parma	1,771	75%	25%
Payette Municipal	7,054	50%	50%
Rigby-Jefferson County	2,998	75%	25%
Rockford Municipal	< 1000	90%	10%
Soda Springs (Allen H. Tigert)	3,381	75%	25%
St. Anthony (Stanford Field)	3,342	75%	25%

IAAP PROJECT ELIGIBILITY AND PRIORITY**PROJECT PRIORITY**

1. Preservation and acquisition of existing landing facilities in danger of being lost.
2. Projects at existing airports that demonstrate need and provide statewide benefits.
3. Development of new/additional landing facilities in areas of greatest need, such as:
 - a. Large areas where there is no air accessibility,
 - b. New landing facilities in urban areas that are losing airports,
 - c. Recreational areas where land is becoming difficult to obtain.
4. Projects improving aircraft operational safety.
5. Projects to maximizing use of federal funds.
6. Projects to protect prior public investment.

ELIGIBLE PROJECTS

- Planning documents
- Land acquisition including airfield, development, and approaches
- Avigation easements
- Grading and drainage for: runway, taxiway, ramps
- Construction of: runway, taxiway
- Reconstruction of: runway, taxiway
- Access roads and parking
- Obstruction removal for "Clear Zones"
- Original construction of a segmented circle
- Original construction of perimeter fencing
- Original construction airfield lighting and electrical system
- Public use helipads
- Navigational and visual aids
- Lighting and other supplies to airports
- Other items as approved by Board

INELIGIBLE ITEMS FOR USE AS FORCE ACCOUNT CONTRIBUTION

- Previous land acquisition
- Previous building construction or improvements
- Previous state grants
- Previous federal grants

INELIGIBLE ITEMS

- Facilities under exclusive lease or private/corporate control
- ARFF equipment
- Purchase or construction of income producing property
- Decorative landscaping, art, and sculpture

FORCE ACCOUNT ESTIMATION GUIDE

The purpose of this form is to estimate the force account (in-kind) work to be provided by the airport owner for a specific project. In order to qualify, the estimated value of the specified work must be pre-determined, it must be in the public interest for the owner to provide the work, and the person(s) performing or verifying the work must be qualified to do so. The airport owner must demonstrate that the work can be accomplished with equal to or better quality, and for equal to or less than the cost than having it commercially done. Please remember that labor, materials, and/or equipment qualifies as force account (in-kind) contributions. Please note that a two page Force Account form must be completed for EACH work item listed on page 2 for which Force Account funding is requested.

The amount of force account (in-kind) work must not exceed the amount of the local match.

Please print legibly If extra sheets are needed; please identify them as 1 of 2, 2 of 2, etc...

INSTRUCTIONS

Item	Description
Airport	Enter the Name and location of your airport.
Owner	Enter the full name, address, and contact information of the Airport Owner
Project No.	To be filled in by Aeronautics.
W/A No.	To be filled in by Aeronautics.
Project Description	Enter a brief description of the project to be implemented at the Airport.
1. Work to be Performed by	List the local person(s) that will be "in-charge" of implementing the force account work listed on this form, and provide a brief description of their qualifications to perform the tasks listed on this form.
2. Labor	Describe all labor categories and list the estimated hours, rates, and dollar amounts to be provided.
2a. Labor Sub-Total	List the total Labor dollar amount here.
3. Equipment	List all types of the equipment to be provided, and list the estimated hours, rates, and dollar amounts to be provided.
3a. Equipment Sub-Total	List the total Equipment dollar amount here.
4. Materials and Supplies	List the estimated materials to be provided, and list their quantities, unit costs, and total dollar amounts.
4a. Materials and Supplies Sub-Total	List the total dollar amount for all materials and supplies here.
5. Grand Total	Add the sub-total amounts in 2a, 3a, and 4a, and enter the result here.
6. Describe the process ...	Describe the methodology used to determine the value of the items listed in 2, 3, and 4.
7. List your reasons ...	Describe why it is in the public interest for this work to be performed by the owner. Indicate why you believe that the work can be accomplished with equal to or better quality, and for equal to or less than the cost than having it commercially done.
Requested By	List the requested information, sign, and date the form.
Approved By	To be approved by the Division of Aeronautics